



Instructions for Filling Out Box Labels and Box Label Templates

Box labels can be filled out electronically and printed, or they can be printed and filled out by hand.

All fields correlate with fields in the box list, except for unit name and staff name, which are for the box label only. For detailed instructions about how to fill out fields in the box label, see below.

From Date	To Date	Disposition Date	Description
<i>required</i>	<i>required</i>	<i>required</i>	<i>required</i>
DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	(max: 40 characters including space)
Earliest date in the box.	Most recent date in the box. To Date must be later than From Date.	Date the records are no longer needed, according to established retention schedule. If unsure, ask the Records Manager.	A summary to describe the contents of the box.

For consistency and convenience, it is advised that box labels match entries in the box list as closely as possible. Fill out the box list first and send it to the Records Management Assistant for review. Once it has been approved, then fill out the box labels to match entries in the box list.

For best sizing, please print the template found on the following page in landscape format on standard size 8.5" X 11" paper. Do not place anything in the areas labelled *CENTRAL MAIL AND RECEIVING TRACKING TAG* and *RECORDS MANAGEMENT BARCODE*; these areas will have materials affixed to them as part of the inventory control process.

CENTRAL MAIL AND RECEIVING
TRACKING TAG

Disposition Date:
(YYYY-MM-DD)

RECORDS MANAGEMENT
BARCODE

From
Date:

Unit
Name:

To
Date:

Staff
Name:

Description:

CENTRAL MAIL AND RECEIVING
TRACKING TAG

Disposition Date:
(YYYY-MM-DD)

RECORDS MANAGEMENT
BARCODE

From
Date:

Unit
Name:

To
Date:

Staff
Name:

Description: